



Public Transportation Division

**5339 Buses and Bus Facilities
Discretionary Grant Program
2024-2026**



Application Instructions

This document is available in alternative formats upon request.

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1. Program Overview

The Oregon Department of Transportation (ODOT) Public Transportation Division (PTD) is now accepting applications for the Section 5339 Bus and Bus Facilities Discretionary Program. Section 5339 funds bus and bus-related capital projects that will support the continuation and expansion of public transportation services in Oregon.

Application deadline: March 12, 2024 at 4:00 PM

Estimate available funds: \$4.6 million

Grant period: Pending FTA approval, the grant period will be October 1, 2024 – September 30, 2028.

Eligible recipients

Transportation agencies that serve small urban (50,000-199,999 population) and rural areas (less than 50,000 population). Recipients must fulfill drug and alcohol testing requirements and reporting per 49 CFR Part 655. Eligible recipients include:

- Public agencies
- Private non-profits that are engaged in public transportation

Eligible projects

Eligible projects include replacing, rehabilitating and purchasing buses and related equipment, and the construction of bus-related facilities. Preventive maintenance is not an eligible expense, with the exception of rolling stock overhauls to make sure rolling stock reaches its useful life. For vehicle replacement or right-sizing, the vehicle to be replaced or right-sized must meet or exceed the age or mileage useful life standard for the vehicle type at the time of procurement.

Standard fuel vehicles. The acquisition of standard fuel vehicles (i.e., diesel or gasoline) are eligible projects. However, the Oregon Transportation Plan has established transitioning to low- or no-emission vehicles as a key strategy for achieving the state goals for reducing greenhouse gas emissions. Therefore, if your agency intends to apply for a standard fuel vehicle, it must demonstrate that it considered applying for a low- or no-emission vehicle and determined that a low- or no-emission vehicle is not a practicable option at this time. On the application you will be asked why a low- or no-emission vehicle is not practicable and what efforts you made to reach this conclusion.

Zero-emission projects. If you are applying for funding for a zero-emission project, either a zero-emission vehicle (e.g., battery-electric vehicle) or related infrastructure (e.g., charging equipment), you need to include a zero-emission transition plan with your application. **Appendix A** provides describes the requirements of a zero-emission fleet transition plan.

Independent cost estimate for vehicle acquisition projects: Vehicle acquisition projects (replacement, right-sizing or expansion) must include an independent cost estimate to demonstrate that the proposed vehicle can be procured according to the proposed budget and timeline. If you intend to use the DAS/ODOT State Price Agreement, PTD has provided estimates that can serve as the basis of the independent cost estimate. If you do not intend to use the DAS/ODOT State Price Agreement, your agency will need to conduct independent research. See **Appendix B** for instructions and DAS/ODOT State Price Agreement cost estimates.

Eligible projects include:¹

- Acquisition of buses for fleet and service expansion
- Bus maintenance and administrative facilities
- Transfer facilities
- Bus malls
- Transportation centers
- Intermodal terminals
- Park-and-ride stations
- Acquisition of replacement vehicles
- Bus rebuilds
- Passenger amenities such as passenger shelters and bus stop signs
- Accessory and miscellaneous equipment such as: mobile radio units, supervisory vehicles, fare boxes, computers, and shop and garage equipment
- Clean fuels projects
- Introduction of new technology: transit-related technology, such as innovative and improved products that provide benefits to transit, including Intelligent Transportation Systems (ITS)
- Bicycle facilities
- Joint development improvements

Evaluation process and scoring criteria

A grant evaluation committee composed of PTD staff and a Public Transportation Advisory Committee (PTAC) representatives will score the applications based on the following criteria. Descriptions of the criteria are included in the Mid-Cycle Discretionary Grant Solicitation Guidance.

- Equity: 30%
- Safety: 20%
- Climate mitigation: 20%
- Readiness to proceed: 10%
- Infrastructure and multi-modal connectivity: 10%
- Community benefits: 10%

Federal/local match ratios

- Vehicles: 85%/15%
- Vehicle-related equipment and facilities that comply or maintain compliance with Clean Air Act or Americans with Disabilities Act: 90%/10%
- Bicycle facilities: 90%/10%
- All others: 80%/20%

How to apply

Applications will be accepted through the Oregon Public Transit Information System (OPTIS) (<https://www.oregon.gov/odot/RPTD/Pages/OPTIS.aspx>). To apply, log into OPTIS and select **Open Solicitations**. Section 2 of this document provides instructions on how to create an application.

How to get help

If there are technical problems using the tools in OPTIS, email Brian Roth at Brian.Roth@odot.state.or.us. For program or process questions, contact your [ODOT PTD Regional Transit Coordinator](#).

¹ For a detailed description of eligible projects and activities, see U.S. Department of Transportation Federal Transportation Administration, "Bus and Bus Facilities Formula Program: Guidance and Application Instructions," May 18, 2015, III-2-III-7, https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_FTA_C_5100_4-16-15.pdf.

More information

For more details regarding this grant solicitation, please refer to the Mid-Cycle Discretionary Grant Solicitation, 2024-2026 Guidance available at www.oregon.gov/odot/RPTD/Pages/Funding-Opportunities.aspx

2. How to Create a New Application and Access an Existing Application

This section includes step-by-step instructions to create a new application as well access an existing application.

2.1 Sign in to OPTIS

Applications will be accepted through the Oregon Public Transit Information System (OPTIS) system. To create a new application or access an existing application, you need to first sign into OPTIS.

Go to <https://www.oregon.gov/odot/RPTD/Pages/OPTIS.aspx>.

Click **Access OPTIS Production**.

If you have already registered with OPTIS, click **Login to OPTIS**.

If you have not previously registered with OPTIS, click **Provider Registration** and follow the prompts.

2.2 Create a new application

Once you have signed into OPTIS, click **Open Solicitations**.

The **Solicitation Search** screen will open with available open solicitations.

Next click on **Section 5339 Discretionary Application, 2024**.

This will load the **Discretionary Application Notice** page, which contains some basic information about the Section 5339 application.

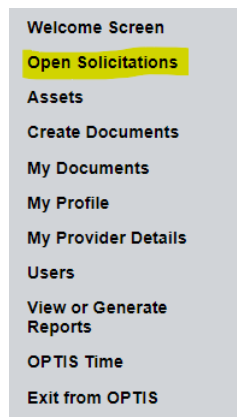
Select **Apply Online** to start an application.

The **Create Application** pop-up screen should open. If it does not be sure to enable pop-ups in your browser.

In the drop-down menu, select your agency. All agencies in your account will be listed. Select the organization responsible for this application.

Once you have selected your agency, click **Next**.

A window should open with the header **Additional Information**. Make sure the agency in the **Issued By** field is correct and click **Create**.



A new window should open that says **Application Created**.

To follow the application wizard, click **Continue**. This is recommended for all new applications.

To bypass the creation wizard and go directly to the review page, click **View**.

*Tip: Click on **Save** to save your application and return later to complete it. Click on **Finish** at any time to go to the review page to view all sections displayed in one window.*

2.3 Access an Existing Application

To access and complete an existing application, first sign into OPTIS (Section 2.1 above).

Click on **Open Solicitations**. Select the **Solicitation** category. Choose **View My Applications** and select the document number. The application should open.

To go to a specific section of the application, click **Maintain** and then select the desired section.

2.4 Forward an Application

You can forward an application to agency staff to review and edit. There are two sections of the application in OPTIS, the main body and the **Project Detail** sections. Each section must be forwarded separately for reviewing and editing. The section that is forwarded is the one that is open when **Forward** is selected.

To forward an application, click on **Actions** while the application is open. Select **Forward**. A new window will open with OPTIS account holders for your agency. Select individual's name from the list.

A forwarded application can be accessed in **Document Search** under **Currently Active** files in OPTIS.

Note: Only one OPTIS account can have access to the main body or **Project Detail** application sections for editing at one time. You can forward each subtask of the **Project Detail** to separate staff to review and edit.

If you do not have access to the **Project Detail** for editing, repeat the steps above to forward to yourself.

3. Application Details

Sections 3-8 of this document provide detailed instructions for each question in the application. The subsections and questions are listed in the order that they appear in the application in OPTIS.

Beginning with section 4, numbers refer to the application section and questions as they appear in OPTIS. For example, question 4.1 in these instructions refers to section **4. Application Info**, question **1. Did your agency have any turnover of management or financial staff in the last two years?**

In subsection **6. Scored Questions** there are examples of low scoring and high scoring answers. Applicants are encouraged to review the examples.

3.1 Application Contact

Once you have created an application (See Section 2 above) and selected **Continue**, a window titled **Application Contact** should appear.

In the **Select Contact** drop-down menu, choose the agency contact. This should be the person at your agency that you want ODOT to contact if there is a question about the application.

Review the **Contact Information** and update if necessary.

Click **Next**. The **Authorized Representative** window should appear.

3.2 Authorized Representative

Under **Select Contact**, select the name of the individual who has signature authority for your agency.

Review the **Contact Information** and update if necessary.

Click **Next**. The **Address** window should appear.

3.3 Address

Review the agency address information and update if necessary.

Click **Next**. The **Application Info** window should appear.

4. Application Info

The numbers in this section refer to the application section and question as it appears in OPTIS.

Risk assessment

4.1 **Did your agency have any turnover of management or financial staff in the last two years?**

Yes

No

4.2 **Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?**

Yes

No

4.3 **What type of accounting system does your agency use?**

Automated
Manual
Combined

An example of an **Automated** accounting system is a program tool such as QuickBooks. A **Manual** accounting system is a bookkeeping system for recording business activity transactions where financial records are kept without using a computer system with specialized accounting software. A **Combined** system uses a combination of the two systems.

4.4 **Does your agency have a system in place that will account for 100 percent of each employee's time?**

Yes
No

4.5 **Did your staff members attend required trainings and meetings during prior grant award cycles?**

Yes
No

Please refer to the training website if your agency needs to participate in a training (<https://www.oregon.gov/odot/RPTD/Pages/Training.aspx>) or contact your [regional transit coordinator](#).

4.6 **Was your agency audited by the Federal government in the past two years?**

Yes
No

4.7 **If yes, did the audit result in one or more audit findings?**

Yes
No

4.8 **If you did have an audit finding, explain any repeat findings, if applicable.**

List all findings and describe any repeat findings. Provide the year and link to the most recent audit document.

4.9 **Is the Public Transportation Division currently conducting a forensic audit of your agency?**

Yes
No

4.10 **Did your agency stay on budget in the past two years?**

Yes
No

Flood Zones

4.11 Are any FTA-funded buildings that your transit agency owns located in a flood zone?

Yes

No

4.12 If yes, do you have flood insurance?

Yes

No

Delegation of administration

4.13 Will applicant delegate the administration of the grant to a separate agency?

Yes

No

4.14 If yes, provide agency name.

Once you have answered all the **Application Info** questions, click **Next**. The **Project Info** window should open.

5. Project Info

The numbers in this section refer to the application section and question as it appears in OPTIS.

Planning Project Information

5.15 Project title

5.16 Project description

5.17 Task level deliverables

5.18 Project timeline milestones

Project Service Area

5.19 Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility.

Large urban

Small urban

Rural

Project Service Type

5.20 **What is the main type of service that will be supported with this grant?**

- Commuter**
- Complementary Paratransit**
- Demand Response**
- Deviated Fixed Route**
- Fixed Route**
- Intercity**
- Other**
- Paratransit**

5.21 **If you selected "Other," please describe.**

For instance, if the grant will be used to support multiple types of transit services, describe those services.

5.22 **Days of service**

5.23 **Hours of operation – start time**

5.24 **Hours of operation - end time**

Project Delivery

5.25 **How will you deliver the proposed project? Select all that apply.**

- In-house**
- Contractor or Consultant**
- Other**

5.26 **If you selected "Contractor(s) or consultant(s)," please list names of contractor(s) or consultant(s), if known.**

5.27 **If you selected "Other", please describe.**

5.28 **Which delivery approach best describes the proposed project?**

- Single task**
- Two or more complementary tasks**
- Two or more interdependent tasks**

In the **Project Detail** section of OPTIS, you will be asked to define each task of the project and explain how tasks relate to and affect other tasks.

- 5.29 **If project is part of a group of activities or tasks that are dependent on each other, provide details of related activities or projects.**
- 5.30 **If project includes multiple activities or tasks, which best describes the relation between activities or tasks?**
- Critical to the project**
Complementary to the project
- 5.31 **If activities or tasks are critical, how might the project be impacted if one or more activities or tasks aren't funded or receive partial funding?**
- 5.32 **If relevant, describe which activities or tasks are dependent on each other.**

Project Scalability

- 5.33 **What is the estimated total cost to complete this project? Include the total request in this application plus all additional expenditures required to complete the project.**
- Provide a total cost to complete the full project in summary form. The breakdown of the project budget by task is entered in the **Project Detail** section.
- 5.34 **Describe how your project could be scaled down to receive a smaller amount of money than your desired request. If your project cannot be scaled down, write N/A.**
- Provide a summary of a scaled down project or write "N/A" if not applicable.
- 5.35 **If actual costs exceed the budgeted amount for the project, describe your contingency plans. Examples may include but are not limited to eliminate add-ons, provide additional local funds, or cancel the project.**
- 5.36 **What is the minimum award amount (grant share only, not including match) that will still allow your project to proceed?**
- In certain cases, your agency may be awarded this minimum amount.

Once you have answered all the **Project Info** questions, click **Next**. The **Scored Questions** window should open.

6. Scored Questions

The **Scored Questions** page contains the questions that will be used to evaluate and score applications. The scoring weights are provided in parentheses.

Please answer the questions completely with relevant details that will help the evaluation committee appraise the merits of the project. For reference, examples of low scoring and high scoring answers have been provided.

The numbers in this section refer to the application section and question as it appears in OPTIS.

Community benefits (10%)

6.37 Describe the need of this project addresses. Please provide information to support these statements.

Lower scoring answer

“Our Green Mobility Hub will be a community resource that serves our residents and visitors to use transit services as a viable mode of transportation in Anytown, Oregon.”

Higher scoring answer

“This project will create a Green Mobility Hub that will serve as the focal point for various sustainable transportation modes. The hub integrates electric buses, bike-sharing programs, and walking paths to encourage zero-emission commuting. To address equity, we have ensured that the hub is centrally located and easily accessible for all residents, especially those in underserved disadvantaged transportation communities.

Key features of our hub include:

Electric Bus Terminal: Electric buses will connect different parts of the town, reducing carbon emissions and promoting public transportation.

Bike-Share Stations: The bike-sharing stations will include electric-assist bikes for short-distance travel, promoting an active lifestyle and reducing reliance on personal vehicles.

Walking Paths: The design around the Green Mobility Hub includes pedestrian-friendly pathways leading to the transit center, making it accessible to residents from various neighborhoods.

Community Gardens: Green spaces and community gardens will be integrated around the hub, promoting sustainability and providing a recreational area for residents.

Solar Charging Stations: The project will include installing solar-powered charging stations for electric vehicles and bikes, ensuring clean energy usage.

Equity Focus: We will be offering discounted or subsidized transportation options for low-income residents, ensuring affordability and accessibility for all.”

6.38 Describe how your agency determined this need existed, including any community engagement you conducted.

Lower scoring answer

“We used our goals in the transit master plan to show the need of a centrally located transit hub at this location.”

High scoring answer

“By combining data analysis, direct engagement with residents through surveys and community events, and partnerships with local organizations, our agency gained a comprehensive

understanding of the community's needs and build a strong case for the establishment of a community transit hub at this location. Many locations and areas of Anytown, Oregon were considered and assessed. After we created an initial assessment with an analysis of transportation and demographic information with key partners such as local city and county, the agency did the following activities in the development of this project:

Community Survey:

Design and Distribute Surveys: Developed surveys to collect information on residents' commuting habits, preferred transportation modes, and existing challenges.

Multilingual Approach: Ensured surveys were available in multiple languages to accommodate diverse language preferences within the community.

Digital and Paper Distribution: Used both digital platforms and traditional methods to distribute surveys, reaching a broader spectrum of residents.

Town Hall Meetings:

Public Forums: Hosted town hall meetings to discuss transportation issues openly and gather real-time feedback from residents.

Interactive Workshops: Conducted interactive workshops where residents can map out their daily commuting routes, identifying pain points and areas in need of improvement.

Focus Groups:

Demographic-Specific Groups: Organized focus groups targeting specific demographics, such as seniors, students, or low-income families, to address their unique transportation needs.

Equity Discussions: Included discussions on equity to understand if there are disparities in transportation access among different segments of the community.

Community Mapping:

Interactive Mapping Sessions: Used mapping exercises to identify popular routes, congestion areas, and locations that would benefit the most from a transit hub.

Digital Platforms: Explored the use of digital platforms or apps where residents can mark areas with transportation challenges or suggest potential hub locations.

Partnerships with Community Organizations:

Collaborate with Local Organizations: Partnered with local community organizations to leverage their networks and gain insights into transportation issues faced by their members.

Community-Led Surveys: Supported community-led survey initiatives conducted by organizations with strong ties to specific demographics.

Social Media and Online Engagement:

Online Platforms: Utilized social media platforms and community forums for ongoing discussions and feedback.

Live Q&A Sessions: Hosted live Q&A sessions to address questions and concerns regarding the proposed transit hub.”

6.39 **Describe the expected benefits from this project.**

Lower scoring answer:

“This transit hub would be an improvement to our existing hub. The current and new transit riders would benefit from more lighting and easier ways to cross major roadways.”

Higher scoring answer:

“A Green Transit Equity Hub can yield a variety of social, environmental, and economic benefits for a community. Here are some expected benefits:

Environmental Sustainability:

Reduced Carbon Emissions: By promoting and integrating eco-friendly transportation options such as electric buses, bikes, and walking paths, the hub can contribute to a significant reduction in carbon emissions, mitigating the impact of climate change.

Equitable Access:

Enhanced Mobility for All: The hub's central location and diverse transportation options make it more accessible to residents from various neighborhoods, including those in underserved or remote areas.

Affordable Transportation: Implementing equity-focused pricing models and subsidies for low-income residents ensures that transportation remains affordable for everyone.

Community Health and Well-being:

Encouraging Active Lifestyles: Walking paths, bike-sharing programs, and green spaces around the hub encourage physical activity and promote a healthier lifestyle for residents.

Improved Air Quality: Transitioning to electric buses and encouraging non-motorized modes of transportation will help reduce air pollution, contributing to better overall air quality.

Economic Development:

Job Creation: The construction and ongoing operation of the transit hub, along with associated programs such as job training initiatives will create employment opportunities within the community.

Local Business Boost: The hub's central location should attract more foot traffic, benefiting local businesses and fostering economic growth in the surrounding areas.”

6.40 If this project did not receive funding from this solicitation, what are the expected impacts?

Lower scoring answer:

“Delaying the construction of the transit hub would increase the cost and potentially affect the availability of the site considered for procurement.

Higher scoring answer:

“If we do not receive funding, we will not build the transit hub. Not building this transit hub could lead to a range of negative outcomes, affecting the environment, equity, economic development, and the overall quality of life in the community. Our project highlights the importance of proactive planning and sustainable infrastructure to address the evolving needs of our town.

Without funding we will reduce the scope of work, focusing only on lighting and striping improvements at the existing hub, which will likely result in fewer environmental benefits. The introduction of sustainable transportation options such as electric buses and green infrastructure elements will be postponed or excluded, leading to a missed opportunity to decrease carbon emissions and enhance environmental sustainability.

Equity challenges will persist. Without sufficient funding, it becomes challenging to implement equity-focused initiatives. Programs aimed at providing affordable transportation options for low-income residents may be compromised, perpetuating existing transportation disparities and limiting access to the benefits of the transit hub for underserved communities.”

Safety (20%)

6.41 What safety amenities are included in this project? Please select all that apply.

- None**
- Trimming**
- Current arrival time tracker**
- Lighting**
- Cameras**
- Seat belts**
- Other**

6.42 If you selected “Other,” please describe.

6.43 What pedestrian infrastructure improvements are included in the project? To be eligible for funding, pedestrian improvements must be within .25 miles of a transit stop. Please select all that apply.

- None**
- Walkways**
- Curb ramps**
- Rapid flashing beacons**
- Sidewalks**
- Cross walks**
- Pedestrian islands**

Other

6.44 **If you selected “Other”, please describe.**

6.45 **What bicycle safety infrastructure within .25 miles of a transit stop are included in the project? Please select all that apply.**

None

Separated bicycle lanes

Bicycle lanes

Bicycle signal

Other

6.46 **If you selected “Other,” please describe.**

6.47 **For capital infrastructure projects, select the crash risk variables at the site with the highest level of risk that is included in your application.**

Speed over 40 mph <https://www.oregon.gov/odot/engineering/pages/speed-zones.aspx>

Crossing distance over 30 feet: Check your local agency data at the city or county level.

History of crashes – (data resource: <https://www.oregon.gov/odot/Data/Pages/Crash-Data-Viewer.aspx>)

Average annual daily traffic of 6,000 vehicles (data resource:

<https://www.oregon.gov/odot/Data/Pages/Traffic-Counting.aspx>) or check your local agency data at the city or county level.

6.48 **For the previous question, describe the location of the site that has the highest level of risk. Provide the address, street name and crossing street, or describe the general location.**

Add location details with the highest identified risk.

6.49 **Regarding your answer to the previous question, what was the rationale for choosing this location?**

Define the risk details as listed in Question 6.47 for the location. Provide any detail that may assist in scoring this section.

Climate mitigation (20%)

6.50 **If the project includes improvements to a bus facility, estimate the number of expected annual passenger rides the facility will support in the first year of service. Include all one-way passenger rides the facility is expected to support.**

Using local data estimate the number of passenger rides in the first year.

6.51 **If your agency is proposing a facility construction or renovation project, explain how your agency will reduce the climate impact of the project. This could include the use of low-carbon materials, energy efficient design, onsite renewable energy, etc.**

Lower scoring answer.

"We plan to address this once we get to the design stage."

Higher scoring answer.

"Both the design and the materials used in the transit hub will be selected to minimize GHG emissions. We are working with a design firm that specializes in low carbon design and materials as well as sustainable design, including passive heating and cooling, low-carbon concrete and steel, and permeable surfaces to reduce stormwater runoff. While the building will not be LEED certified, we are putting significant effort into reducing the environmental impact of the building."

Note: Questions 52-58 will be used to determine project eligibility. Answer if you are applying for funding for one or more standard fuel vehicles (i.e., diesel or gasoline). Otherwise, skip to question 59.

6.52 Does the proposed project include the acquisition of one or more standard fuel vehicles (i.e., diesel or gasoline)?

Yes

No

6.53 If you answered "yes" to question 52, did your agency consider a low- or no-emission vehicle instead (i.e., battery electric, fuel cell electric, diesel-electric hybrid, gas-electric hybrid, natural gas, propane or other alternative fuel)?

Yes

No

6.54 If you answered "yes" to question 53, what kind of low- or no-emission vehicle(s) did you consider? Select all the apply.

Battery electric vehicle

Diesel-electric vehicle

Natural gas

Fuel cell electric vehicle

Gas-electric hybrid

Propane

Other

6.55 If you selected "Other" for question 54, please specify.

6.56 Why does your agency believe that a low or no-emission vehicle is not a practicable option currently? Select all that apply.

Vehicle cost

Maintenance requirements

Unfamiliarity with technology

Vehicle not available for procurement timeline

Infrastructure needs

Workforce skills

Lack of support from governing body

No vehicle will meet route needs

Other

6.57 **For question 56, if you selected “Other,” please specify.**

6.58 **If your agency is applying for the purchase of a standard fuel vehicle, describe the efforts your agency made to determine that an alternative fuel vehicle is not a practical option currently.**

Insufficient answer

“Based on the distances of our routes, we do not believe a low- or no-emission vehicle will work for our agency.”

Higher quality answer

“Based on the findings of a feasibility study, vendor consultations, technology assessments and cost-benefit analysis, our agency has determined that, at present, the purchase of a standard fuel vehicle is the most practical option for meeting our specific operational needs. Most significantly, each of our routes are more than 150 miles with significant hills and on route charging is not feasible. Based upon discussions with vendors, we determined that BEB technology has not yet improved sufficiently to cover this range and topography in all weather conditions. We intend to go from diesel to electric vehicles once technology permits, but do not want to invest in other low- and no-emission technology in the interim. We remain committed to regularly revisiting these considerations as the alternative fuel landscape evolves, with a continued focus on adopting sustainable and environmentally friendly solutions wherever feasible.”

Be sure to attach a summary of relevant assessments with your application.

6.59 **Is the proposed project a zero-emission capital project?**

Yes

No

If you answered yes, attach your complete zero-emission fleet transition plan on the attachments screen. Instructions and resources on how to create a zero-emission fleet transition plan are included in Appendix B of the solicitation guidance. Attachments are included in the Project Details section.

6.60 **If your agency is applying for funding to purchase one or more electric vehicles, indicate the power source for charging the vehicle.**

Onsite renewable electricity

Local utility standard grid mix

Purchased renewable electricity

Unknown

Not applicable

6.61 **Is your agency applying for funding to replace or right-size one or more existing vehicles?**

Yes

No

6.62 **If you answered “Yes,” to the previous question include the vehicle category and propulsion type of each vehicle that your agency will replace if awarded funding.**

Create list of these vehicles and data requested. Resource for vehicle category (A-E) definitions can be found in Appendix B.

Example:

1. Category A – diesel
2. Category C – gasoline
3. Category C – gasoline
4. Category E2 – gasoline-hybrid

- 6.63 **For each vehicle you intend to acquire if awarded funding, estimate the number of expected annual passenger rides (i.e., one-way passenger rides) in the first year of service for each vehicle. For each vehicle include all one-way passenger rides, even if the vehicle is used across different routes or services.**

Create list of these vehicles and data requested.

Example:

1. Category A – 5000
2. Category C – 2000
3. Category C – 1500
4. Category E2 – 1000

- 6.64 **For each vehicle you intend to acquire if awarded funding, estimate the annual total miles each vehicle will be driven (i.e., annual vehicle miles travelled).**

Create list of these vehicles and data requested.

Example:

1. Category A – 27,500 miles
2. Category C – 13,250 miles
3. Category C – 10,750 miles
4. Category E2 – 8,500 miles

- 6.65 **Indicate the category of vehicle and propulsion type your agency intends to procure if awarded funding. If applying for more than one vehicle, indicate the category and propulsion type for each vehicle you intend to procure. Examples of propulsion types include diesel, gasoline, battery electric, fuel cell electric, natural gas, diesel electric hybrid, gasoline electric hybrid, and propane.**

Example:

1. Category A – Diesel
2. Category C – Diesel-hybrid
3. Category C – Diesel hybrid
4. Category E2 – Plug-in hybrid gasoline

Equity (30%)

The term “disadvantaged communities” refers to people whose income is below the poverty level; Black, Hispanic or Latino/a/x, Indigenous, and other people of color; older adults (65+); people with limited English proficiency; and people living with a disability.

For questions 6.66 – 6.70 please refer to the definition of disadvantaged communities in your responses.

6.66 What are the specific geographic boundaries of your transit service area? If you have a shapefile of your transit service area, please save it as a .zip file and attach it to your application in Attachments page in the Project Details section.

Please be as specific as possible in your description. PTD will use the geographical boundaries to determine the population served.

6.67 Did your agency engage or does your agency plan to engage members of disadvantaged communities or their representatives in the development of this project?

Yes

No

6.68 If you answered “Yes,” to the previous question, please explain the engagement that you conducted or plan to conduct.

Lower scoring answer:

“Our agency provides opportunities for public engagement at all levels. We hold public comment in our meetings and plan update processes.

Higher scoring answer:

“We developed a Community-Driven Transit Center concept to engage people in our town in the decision-making processes. This approach ensures that the transit center meets the requirements of the community while fostering a sense of ownership and inclusivity. We used several key techniques of engagement.

Community workshops: Conducted workshops to gather input from residents on their transportation needs, ensuring the transit center reflects the community's priorities.

Pop up events: Our agency brought our concepts and details to communities identified as transportation disadvantaged for opportunities for priorities and suggestions beyond our concepts. We visited senior centers, low-income housing facilities, local libraries, food kitchens and homeless shelters with these events.

Online Survey: The workshops and pop-up events informed an online survey with the same tools, questions and open dialogue options for all community members in several languages and formats to gather further input. These surveys were distributed by the local agencies serving each demographic. These targeted messages were well received with hundreds of responses.”

6.69 How will disadvantaged communities benefit from this project?

Lower scoring answer:

“This project will assist our agency to provide consistent services. Our agency relies on this funding to maintain our current services to populations identified as transportation disadvantaged.”

Higher scoring answer:

“Some benefits of this community transit center include:

Equitable Fare Structure: Implement a fare structure that considers income levels, offering reduced rates for low-income individuals and families.

Location: The location of the transit center was selected because it is within ¼ mile of both an assisted living center and three low-income housing complexes.

Multilingual Information Services: Provide information and signage in multiple languages to accommodate the diverse population, promoting inclusivity.

Flexible Spaces: Design flexible spaces within the center for community events, markets, and cultural activities, enhancing social connectivity and vibrancy.

Community Gardens: Integrate green spaces and community gardens around the hub, promoting sustainability and providing a recreational area for residents.”

6.70 How will disadvantaged communities be burdened by this project?

Lower scoring answer:

“This project is not expected to burden disadvantaged communities”

Higher scoring answer:

“While the community driven transit center is designed with the intention of providing numerous benefits to disadvantaged communities, it is important to consider potential challenges or burdens that may arise. Identifying and addressing these concerns is crucial for ensuring that the project is implemented in a manner that minimizes negative impacts.

Fare Affordability Concerns:

Despite efforts to provide affordable transportation options, there may still be concerns among disadvantaged communities about the affordability of transit services. Residents with limited financial resources may perceive the fares as a burden, especially if there are additional costs associated with regular use. The agency would focus attention on making sure this is not a barrier in bringing these services to low-income communities.

Environmental Justice Considerations:

Disadvantaged communities may already bear a disproportionate burden of environmental challenges. It is important to consider whether any aspects of the transit project, such as new infrastructure or increased traffic, could exacerbate existing environmental justice concerns. Transit routes may be hard to access if there are safety issues in lower income housing locations with multilane roadways. This project would address how to use infrastructure improvements are prioritized with disadvantaged communities to safely access transit services.

It is crucial for our project team to proactively address these potential burdens through community engagement, clear communication, and equitable planning. Prior to finalizing the design of the transit hub we will reach out to community groups to get feedback. By incorporating feedback from disadvantaged communities and adapting strategies accordingly, the project can minimize negative impacts and enhance overall community well-being.”

Readiness to proceed (10%)

6.71 **Will your agency be able to complete the project within the funding period?**

Yes

No

6.72 **Describe why this project is realistic and implementation can be successfully completed on budget and within the grant agreement period.**

Lower scoring answer:

“The project has the resources and staffing needed to move forward to completion. We are utilizing experienced staff to manage the grant responsibilities. A project manager from our facilities team will be leading this project.”

Higher scoring answer:

“The realism and potential success of the proposed transit hub project within budget and grant agreement timelines can be attributed to several key factors:

Comprehensive Planning:

The project underwent meticulous planning, including a thorough needs assessment, feasibility study, and community engagement process. This comprehensive planning phase laid a strong foundation by identifying potential challenges and developing strategies to address them.

Detailed Budgeting:

The budget for the transit hub project was developed with careful consideration of all associated costs, including construction, infrastructure development, technology integration, and community engagement initiatives. Each budgetary element was thoroughly scrutinized to ensure accuracy and realistic financial projections.

Experienced Project Team:

The project is led by a team of experienced professionals with a proven track record in managing similar infrastructure projects. The team's collective expertise in transit planning, architecture, engineering, and project management instills confidence in the successful execution of the project.

Risk Mitigation Strategies:

A comprehensive risk assessment was conducted, identifying potential challenges and uncertainties that could impact the project timeline or budget. Robust risk mitigation strategies were developed to address these challenges proactively, ensuring a proactive approach to unforeseen circumstances.

Stakeholder Collaboration:

Extensive collaboration with stakeholders, including local government agencies, community organizations, and transit users, has been a cornerstone of the project. This collaboration ensures a shared vision, transparency, and a collective commitment to the successful implementation of the transit hub.

Grant Agreement Compliance:

The project team has a clear understanding of the terms and conditions outlined in the grant agreement. Regular monitoring and reporting mechanisms are in place to ensure compliance with grant requirements, allowing for timely adjustments and corrective actions if needed.

Strategic Scheduling:

The project timeline has been strategically developed, considering critical path elements, dependencies, and potential bottlenecks. Milestones and deadlines are realistic and achievable, allowing for efficient progress tracking and management.

Contingency Planning:

A contingency plan has been established to address unforeseen circumstances that may impact the project timeline or budget. This proactive approach minimizes the potential for delays and cost overruns, enhancing the overall project resilience.

Community Support:

Strong community support and engagement have been garnered throughout the project's planning phase. This support not only contributes to the project's success but also serves as a motivating factor for timely and efficient execution.

Transparent Communication:

Open and transparent communication channels have been established with all project stakeholders, including funders, community members, and regulatory authorities. Regular updates and communication ensure that all parties are informed and aligned with project objectives.

Technology and Innovation:

Integration of technology and innovative solutions, where applicable, enhances efficiency and cost-effectiveness. The use of modern project management tools, construction techniques, and sustainable technologies contributes to successful implementation.

In conclusion, the realistic nature of the transit hub project and its potential successful completion within budget and grant agreement timelines are a result of careful planning, experienced project leadership, proactive risk management, community collaboration, and a commitment to transparency and accountability throughout the implementation process.”

Infrastructure and multi-modal connectivity (10%)

6.73 Does this project improve bus-related infrastructure or multi-modal connectivity (e.g., pedestrian or bicycle infrastructure)?

- Yes**
- No**

6.74 If you answered “Yes,” please explain.

Lower scoring answer:

“The project will improve the multi-modal connectivity with the sidewalk striping on the north side of the property.”

Higher scoring answer:

“The project aims to create a comprehensive and integrated transportation hub that benefits various modes of transit. Key elements related to bus-related infrastructure and multi-modal connectivity include:

Bus-Related Infrastructure:

Bus Bays and Terminals: The project includes the development or improvement of bus bays and terminals to provide designated and efficient spaces for buses to pick up and drop off passengers. This enhances the overall functionality of the transit hub for bus services.

Shelters and Amenities: Bus shelters and passenger amenities, such as seating, real-time information displays, and climate control features, are integrated into the design to improve the comfort and experience of bus commuters.

Accessibility Features: The project ensures that bus-related infrastructure adheres to accessibility standards, including ramps, lifts, and other features that facilitate easy boarding and alighting for passengers with mobility challenges.

Multi-Modal Connectivity:

Pedestrian Infrastructure: Improved pedestrian pathways and crossings are incorporated into the project to enhance safety and accessibility for pedestrians accessing the transit hub. This includes well-marked crosswalks, sidewalks, and pedestrian-friendly design elements.

Bicycle Infrastructure: The project integrates bicycle infrastructure, such as dedicated bike lanes, bike racks, and bike-sharing stations, to encourage and facilitate cycling as a mode of transportation to and from the transit hub. This contributes to a more sustainable and multi-modal transportation network.

Wayfinding and Signage: Clear wayfinding signage is implemented to guide pedestrians and cyclists to and from the transit hub, promoting ease of navigation and ensuring a seamless multi-modal experience.

Integration with Surrounding Areas: The design considers the integration of the transit hub with surrounding neighborhoods and business districts, fostering connectivity for pedestrians and cyclists beyond the immediate vicinity of the hub.

Public Spaces and Plazas: The project may include the creation of public spaces and plazas around the transit hub, providing areas for social interaction, community events, and a pleasant environment for pedestrians and cyclists.

By addressing both bus-related infrastructure and multi-modal connectivity, the transit hub improvement project seeks to create a well-rounded and inclusive transportation center that accommodates the diverse needs of commuters using various modes of transit, including buses,

pedestrians, and cyclists. This approach promotes sustainability, accessibility, and a holistic improvement in the overall transportation experience for the community.”

Once you have answered all the questions in the **Scored Questions** section, click **Next**. The **Comments** window will open.

7. Comments

Providing comments is optional. If there is something additional that your agency would like to communicate to ODOT staff or the evaluation committee, please use this space.

8. Project Details

The **Project Details** section collects information about project tasks and budget.

If your project contains multiple project tasks, each project task must be included in a separate **Project Detail**. For instance, if your project includes two different infrastructure tasks (e.g., a bus barn and passenger facilities), each task should be entered in its own **Project Detail**.

8.1 Create a new Project Detail

The **Project Details** section collects information about project tasks and budget.

If your project contains multiple project tasks, each project task must be included in a separate **Project Detail**. For instance, if your project includes multiple vehicle procurements or a vehicle purchase and a facility upgrade, each task should be entered in its own **Project Detail**.

The Project Detail section will combine total grant application funding requested.

To create a new **Project Detail** click **Create** as shown. The **Create Document** screen will appear.

9. Project Details
(Train)

Number: P-23-3073 Control #: 10198013

Steps: Skip **Back** Save Next **Finish**

1. Application Contact
2. Authorized representative
3. Address
4. Application Info
5. Project Info
6. Scored Questions
7. Comments
9. **Project Details**

Project Details

? Add each project detail for which funds are being requested.

To start creating a Project Detail please press the Create button. To update the Project Detail list please press the Refresh button.

Create **Refresh**

Project Details					
Number	Type	Sub Type	Status	Total	
P-23-3073-01	Capital Asset	Vehicle Expansion	Incomplete	\$0.00	
P-23-3073-02	Capital Asset	Signs/Shelters	Incomplete	\$0.00	
P-23-3073-03	Capital Asset	Equipment	Incomplete	\$10,000.00	
P-23-3073-04	Capital Asset	Vehicle Replacement	Incomplete	\$4,564.00	
P-23-3073-05	Capital Asset	Facilities	Incomplete	\$0.00	

Top

In the **Select Type** drop-down menu, select an appropriate task type: **Equipment, Facilities, Signs/Shelters, Vehicle Replacement** or **Vehicle Expansion**.

*Tip: To update the **Project Detail** list, click the **Refresh** button. Your application can have multiple tasks as shown above.*

Once you have selected a task type and clicked **Create**, another **Create Document** screen should appear. Click **Continue** to use the task wizard.

Depending on the task type selected, the information collected on the next few screens will vary. Repeat for each task and type of project. Add each project detail for which funds are being requested.

1. Information

On the **Information** screen, click **Next**.

2. Task Description

Provide a description of the task in the space provided. The detail in this section only applies to this subtask.

When finished, click **Next**.

3. Project Detail Info

Will this project disturb the ground? If yes, an environmental worksheet including site map(s) showing placement of each item must be submitted to PTD and approved by FTA prior to payment for any ground-disturbing activities.

A completed categorical exclusion worksheet will be required. Attach the worksheet to the application. To access the required form, go to <https://www.oregon.gov/odot/RPTD/Pages/Buy-Other-Asset.aspx> You may need consulting services to complete your worksheet. Consider this cost in your project budget. If a categorical exclusion is not approved by FTA, award may be revoked. For additional details, please contact your regional transit coordinator prior to submittal of this application.

Yes

No

Is this task dependent on another task in this application (for example, bus washing station dependent on facility)?

Yes

No

If Yes, provide details of interdependent tasks.

Location(s) including address or tax lot and Lat/Long (Example 632 E. Apple Dr., The Dalles 97058 OR Tax Lot 820 (3N-11E-35DB) at the Port of Hood River AND Latitude= 45.214940/ Longitude = - 123.969360):

Tip: To get Latitude and Longitude, open Google Maps (or other mapping tool). Right-click the place or area on the map. This will open a pop-up window. You can find your latitude and longitude in decimal format at the top. To copy the coordinates automatically, left click on the latitude and longitude.

4. Attachments

Add attachments if applicable.

5. Assets

#ALI Entry

Select the ALI by the type of vehicle, you may have to repeat the same code in all three sections.

Add Brief Description, Quantity, Price

Select Add Asset

Select Details

Item Information

Complete information as required.

Milestones

Milestones will vary by subtask. These estimated dates will populate your statement of work if awarded. Note that the grant cycle likely will start after October 1, 2024.

Vehicles/Facilities

Project start date:
Request for proposal/Invitation for bid date:
Construction start date:
Construction end date:
Project completion date:

Equipment

Estimated order date:
Estimated delivery date:

Click **Save** and **Next**.

6. Budget Summary

The Task budget will populate in the Project Details section.

Budget Summary (example)

Total Project Cost	\$500,000.00
Match Ratio (Fund/Provider)	85%/15%
Total Grant Request	\$425,000.00
Match Source	
State	\$0.00
Local	\$75,000.00
Fare Box	\$0.00
In Kind	\$0.00
Other	\$0.00

The task budget can be one subtask or split out for each subtask. Select **Create** when in the Project Details landing page to enter additional subtasks. The Project Detail section of the full application screen show the task budget(s) for a total project budget.

Click **Add Match Source** to identify the source of matching funds.

Match Status:

Select the suitable status for each match source.

Planned – funding expected in a future budget scenario, not currently funded.

Secured – funding secured from an approved budget source, available for use.

Pending – funding anticipated from a source, but not yet confirmed.

Reminder: Federal funds are not eligible as match funds

When finished, click **Finish**. A full screen of all details will open. Review all data in a consolidated window. You can reopen specific sections in this view by clicking on the data. If no changes are required, you can close this window to view the full application.

9. How to Submit a Completed Application

To submit your application, complete the **Integrity Check**.

In the main menu, click on **Actions**. Select **Check Integrity**.

Check Integrity checks if the document has met the minimum requirements needed to complete the current step. For most issues, there will be a link to the area that needs to be modified. Not all issues will have a link.

When an issue has been resolved, click the **Refresh** button. Completed issues will not be shown.

Go to **Complete Step (Create)** to submit the application.

10. Contact Information

For more details regarding this grant solicitation refer to Mid-Cycle Discretionary Grant Solicitation Guidance, 2024-2026 for general program overview, detailed information by funding program and the full solicitation schedule available at www.oregon.gov/odot/RPTD/Pages/Funding-Opportunities.aspx

ODOT PTD is devoted to working with you throughout your application process. Questions may be addressed to your [PTD Regional Transit Coordinator](#).

11. Appendix A: Zero-emission fleet transition plan guidance

General instructions

All applications for zero-emission capital projects are required to submit a zero-emission fleet transition plan (Transition Plan). This requirement applies to vehicle and equipment procurements as well as facility projects that support zero-emission projects (e.g., battery electric vehicles, fuel cell electric vehicles, charging infrastructure, hydrogen infrastructure, etc.). This requirement does not apply to planning projects or electric hybrid vehicles.

For agencies with smaller fleets, a Transition Plan need not be complex, but must address all six elements described in the “Transition Plan requirements” section below. Applicants may submit an existing plan with a cover letter or addendum identifying the location of the six elements and/or adding any missing elements.

Upload your Transition Plan with your application in OPTIS as an attachment on the **Attachments** page of the **Project Details** section.

Format

There is not a required format for the Transition Plan. However, each of the six required elements should be clearly labelled (see “Transition Plan requirements” below).

The Public Transportation Division has created a Zero-Emission Fleet Transition Plan template to aid the development of a Transition Plan. Use of the template is **optional** and should be adapted to your agency's goals and plans. Link to template: <https://www.oregon.gov/odot/rptd/pages/electrification.aspx>

Transition Plan requirements

The Transition Plan requirements are identical to those required by the Federal Transit Administration's Low or No Emission Vehicle Program (5339(c)). The Transition Plan must include the following six elements:

1. Demonstrate a long-term fleet management plan with a strategy for how the applicant intends to use the current application and future acquisitions.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Include excerpt or describe how long-term fleet management plan aligns with the zero-emission application.
 - ii. Describe how the procurement plan aligns with the zero-emission application.
2. Address the availability of current and future funding to meet costs for the transition and implementation.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Provide an overview of current funding levels and sources and how that will support/impact the transition.
 - ii. Describe planning or other efforts underway to secure additional resources.
3. Consider policy and legislation impacts on technology.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Listing of any state or local policies or legislation that support or hinder the implementation of relevant technology the applicant is looking to implement.
 - ii. Analysis of future policy or legislation that the agency is considering that will support the implementation.
4. An evaluation of existing and future facilities and their relationship to the technology transition.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Capital inventory relevant to fleet transition that includes information on the state of existing facilities and the scope and timing for future upgrades and/or expansion.
 - ii. Analysis of existing facilities relevant to fleet transition and their ability to integrate relevant technology for both current and future acquisitions.
5. Describe the partnership of the applicant with the utility or alternative fuel provider.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Letters of support, contract information, communications, etc. with the fuel or energy provider.
 - ii. Analysis of ongoing coordination with providers and plans for integration and cooperation.
 - iii. Explanation that based on the size of the vehicle fleet that no partnership is needed.
6. Examine the impact of the transition on the applicant's current workforce by identifying skill gaps, training needs, and retraining needs of the existing workers of the applicant to operate and

maintain zero-emission vehicles and related infrastructure and avoid the displacement of the existing workforce.

- a. Examples of how applicants may address this element (not exhaustive):
 - i. Usage of the FTA's Workforce Evaluation Tool.²
 - ii. Coordination efforts with existing employee representation and/or members.
 - iii. Employee retention and agency workforce planning strategies.
 - iv. Identification of type of training needed and training provider.

Frequently asked questions

1. My agency created a Zero-Emission Fleet Transition Plan to support an application to the Federal Transit Administration's Low and No Emission Vehicle Program and/or Buses and Bus Facilities Competitive Programs (5339 b and c). Can we submit that plan rather than create a new one?

Yes, if the Zero-Emission Fleet Transition Plan contains the six required elements and it is up to date, you can submit that plan. The Transition Plan requirements are the same as the Low-No and Buses and Bus Facilities Competitive Programs requirements.

2. Must our agency have a plan to replace all its existing vehicles with zero-emission vehicles (ZEV)?

No. However, the Transition Plan should identify which vehicles it intends to replace or new ZEVs it will deploy.

3. Can our Transition Plan change in the future?

Yes, a Transition Plan is a living document. It is recommended to update the plan as circumstances and technology changes.

4. Should we include just our agency's service vehicles in the Transition Plan, or should we also include maintenance and administrative vehicles?

You should include all vehicles you intend to transition to ZEVs, including maintenance and administrative vehicles.

ODOT contact regarding Transition Plan

If you have additional questions about the Transition Plan requirement, please contact Ryan Phillips (ryan.l.phillips@odot.oregon.gov).

² [Zero-Emission Fleet Transition Plan – Element 6: Workforce Evaluation Tool | FTA \(dot.gov\)](#)

12. Appendix B: Independent cost estimate requirement for vehicle acquisitions

Overview

For the Mid-Cycle Discretionary Grant Solicitation, an independent cost estimate (ICE) must be included with all vehicle acquisition projects (vehicle replacement, right-sizing or expansion). The ICE must include an assessment of the expected cost and timeline for procurement based on reliable sources, such as paid historical prices, industry standard, market survey, and/or the ODOT/Department of Administrative Services State Price Agreement.³

Background

Over the past several years, transit agencies have been experiencing unprecedented increases in the cost of vehicles and extended procurement delays. To increase confidence that agencies will be able to procure vehicles within budget and within the grant agreement period, PTD is requiring that agencies submit an independent cost estimate with their application for all vehicle acquisition projects.

Instructions

1. Conduct an ICE based on reliable sources for each vehicle(s) for which you are applying for funding to determine the estimate cost and timeline for procurement. Reliable sources of information include paid historical prices, industry standard, market survey, and/or the ODOT/Department of Administrative Services State Price Agreement.

If you intend to purchase a vehicle from the ODOT/DAS State Price Agreement, use the cost estimate information below. Depending on the propulsion type (e.g., diesel, electric, etc.) and optional features you intend to include, you may need to conduct additional research and increase the estimate. Additionally, you should factor in inflation and your timeline for procurement.

If you do not intend to purchase a vehicle from the ODOT/DAS State Price Agreement, you should use other reliable sources to estimate the cost of the vehicle and timeline.

2. Complete an ICE worksheet. <https://www.cognitofrms.com/ODOT2/IndependentCostEstimate>
3. Submit the ICE on the **Attachments** page in the **Project Details** section of the application in OPTIS.

ODOT/DAS cost estimate and procurement timeline information

Table 2 contains estimates of the base price cost, cost of required specifications as well as timeline for delivery for each category vehicle included on the ODOT/DAS State Price Agreement. The information was updated in December 2023 based on input from a vehicle distributor and an analysis of the Request for Quotes (RFQ's) Oregon transit agencies received in 2023. There were no RFQ's received for Category A vehicles in 2023.

³ Commonly an ICE only includes the expected cost. For the Mid-Cycle Discretionary Grant Solicitation, it must also include an estimated timeline for procurement.

If your agency intends to use the ODOT/DAS State Price Agreement, use the information in **Table 1** as the basis for your ICE. However, keep in mind that key variables will affect the price, including the make, model and length, propulsion type, required specifications as well as inflation over time. Ultimately, your agency is responsible for the ICE budget and timeline, so may want to seek out additional information to confirm your calculations.

Table 1 ODOT/DAS State Price Agreement estimated costs and timeline for delivery

Category	Current base price range	Average price quote for required specs (2023)	Price range for required specs (2023)	Number of quotes (2023)	Expected delivery time
A	\$480,000 - \$1,000,000	-	-	0	24+ months
B	\$190,000 - \$410,000	\$70,000	\$50,000-\$90,000	4	12-24
C	\$140,000 - \$235,000	\$56,000	\$40,000-\$70,000	3	6-18
D	\$80,000 - \$160,000	\$30,000	\$1,000-\$70,000	15	6-9
E	\$60,000-\$135,000	\$45,000	\$1,000-\$100,000	20	3-6

Table 2 provides a description of transit vehicle categories for reference.

Table 2: Transit vehicle categories

Category	Approximate GVWR in pounds	Approximate number of seats	Approximate length in feet
A: Large, heavy-duty transit bus	33,001+	35+	35 – 40
B: Medium-size, heavy-duty transit bus	26,001-33,000	25-35	≥ 30
C: Medium-size, medium-duty transit bus and truck chassis cutaway	17,000 – 26,000	16-30	≥ 25
D: Medium-size, light-duty bus & van chassis cutaway	11,000 – 16,000	12-16	≥ 22
E 1: Small, light-duty bus	8,000 – 11,000	10	E 1: 20 – 22
E 2: Modified van	8,000 – 11,000	5	E 2/E 3: < 20
E 3: Modified minivan	6,000-8,000		
E 4 – E 7 vehicle purchase are not allowed using FTA funds.			